



## 2021 PLANNING DEPARTMENT & TECHNICAL REVIEW COMMITTEE SUBMITTAL SCHEDULE

- MAJOR SUBDIVISION PLAT – PRELIMINARY, SITE PLANS, PLANNED DEVELOPMENTS, TEXT AMENDMENTS, RE-ZONINGS, CONDITIONAL USE RE-ZONINGS, SPECIAL USE PERMITS, ZONING COMPLIANCE (GENERAL), MODIFICATIONS (ALL)

Applications may be submitted and re-submitted at any time; however, they will not enter the review cycle until the next submittal deadline as outlined in the chart below.

- *Estimated calendar days from submittal to approval 150-210 +/- . Estimate includes Planning Commission meetings, Town Council meetings and public hearings as required.*
- *For submittal dates where both New Applications and Re-Submittals are eligible, Re-Submittals will be prioritized so that comments for projects already in the review cycle may be expedited.*

<b>Submittal Deadline</b> (Due to Planning Office by 12:00 noon)	<b>New Applications</b>	<b>Re-Submittals</b>
December 30, 2020	✓	✓
January 15, 2021	✗	✓
January 29, 2021	✓	✓
February 12, 2021	✗	✓
February 26, 2021	✓	✓
March 12, 2021	✗	✓
April 1, 2021	✓	✓
April 16, 2021	✗	✓
April 30, 2021	✓	✓
May 14, 2021	✗	✓
June 4, 2021	✓	✓
June 18, 2021	✗	✓
July 2, 2021	✓	✓
July 16, 2021	✗	✓
July 30, 2021	✓	✓
August 13, 2021	✗	✓
September 3, 2021	✓	✓
September 17, 2021	✗	✓
October 1, 2021	✓	✓
October 15, 2021	✗	✓
October 29, 2021	✓	✓
November 12, 2021	✗	✓
December 3, 2021	✓	✓
December 17, 2021	✗	✓

➤ PLATS (EXEMPT, MINOR SUBDIVISION, MAJOR SUBDIVISION – FINAL)

Submittal dates are **every Thursday by 12:00 noon**. *In the event of a holiday, the date shall be the week's final business day by 12:00 noon.* Comments for Exempt Subdivision plats will generally be returned by the following Thursday. Minor and Major Subdivision Final Plat comments will generally be returned in approximately two (2) and three (3) weeks respectively.

➤ SIGN PERMITS

**Applications may be submitted and re-submitted at any time.** Please allow approximately 10 business days for review following each submittal.

➤ ZONING COMPLIANCE PERMITS (FENCES, ACCESSORY BUILDINGS, HOME OCCUPATIONS)

**Applications may be submitted and re-submitted at any time.** Please allow approximately five (5) business days for review.

➤ TEMPORARY USE PERMITS

Applications may be submitted at any time but shall be submitted **at least 10 business days prior to the requested start date** for the proposed temporary use. Applicants are encouraged to submit earlier than 10 business days prior should an application be deemed incomplete and further information be required. First-time event applicants are encouraged to submit one (1) to two (2) months in advance.

## BOARD OF ADJUSTMENT FILINGS

➤ ADMINISTRATIVE APPEALS

**Requests may be submitted at any time.** A mutually agreeable public hearing date will be determined based on time needed to assemble case materials. The Board of Adjustment meets the 4<sup>th</sup> Thursday of every month. *When the 4<sup>th</sup> Thursday falls on a holiday, the regular meeting date is moved to the 3<sup>rd</sup> Thursday.*

➤ VARIANCES, SPECIAL EXCEPTIONS

Applications are due **the third Friday of every month by 12:00 noon**. *In the event of a holiday, the date shall be the third week's final business day by 12:00 noon.* Public hearings will generally be scheduled for the following month. The Board of Adjustment meets the 4<sup>th</sup> Thursday of every month. *When the 4<sup>th</sup> Thursday falls on a holiday, the regular meeting date is moved to the following Thursday.*